



AN AASIS TRAINING GUIDE

Time and Leave Administration

ASC Course Code HRLAD



- **Course:** Time and Leave Administration
- **Courseware Items:** Core Curriculum
- **Change Summary**

Version Control Sheet

Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
4/03/01	Courseware developed and published			
6/5/02	Updated to Version 2.0	Improvement in entire courseware package	2.0	All
8/28/02	Removed PP 20; 32-35; Inserted Version Control Sheet	Replace with page 21 & 22 (Explanation of comp time changes); 34 – 39 (Corrected Demo for Manual Leave Quota Maintenance)	2.1	PP 21: 32-35
2/16/04	Screen & Transaction Updates; Divided into Modules	Facilitate Web Placement; Enterprise Upgrade	3.0	All
12/16/04	Revised Certification page	Catastrophic donations taught in Payroll courseware		0-9



- **Course:** Time and Leave Administration
- **Courseware Items:** Core Curriculum
- **Change Summary**

Version Control Sheet

Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
12/16/04	Removed PA61 process For Cat Leave	Catastrophic Leave taught in Payroll courseware		0-10
12/16/04	Removed ZCAT transaction	Catastrophic Leave taught in Payroll courseware		0-12
12/16/04	2 nd paragraph on leave corrections	To clarify sentence structure		6-1
12/16/04	Removed Chapter 10 Catastrophic Leave	Catastrophic Leave taught in Payroll courseware		Entire chapter
12/16/04	Changed Chapter 11 Reports to Chapter 10			Entire Chapter
4/13/06	Revised Chapter 6 System Generated Leave	Updates		Entire Chapter



- **Course:** Time and Leave Administration
- **Courseware Items:** Core Curriculum
- **Change Summary**

Version Control Sheet

Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
4/13/06	Revised Chapter 9 – Public Holiday Breakdown	Updates		Enter Chapter
	Moved ZHQE report from Chapter 9 to Chapter 10			



Table of Contents

TITLE	DESCRIPTION	PAGE NUMBER
Course Information	Course Name Title Page	0-1
	Version Control Sheet	0-2
	Table of Contents	0-5
	Course Description	0-8
	Course Objectives	0-9
	Certification	0-10
	Transactions by Role Assignment	0-11
Chapter 1 Overview	Accrual, Compensatory Time and Wage Type Terms	1-2
	Validity Period and Infotype Terms	1-3
	Time and Leave Balance Integration	1-4
	Absence Quota	1-5
	Compensatory Time 1.0 vs. 1.5	1-6
	Compensatory Time Rules	1-7
	Time Infotypes	1-8
	Manual vs. System Generated Leave	1-10
Chapter 2 Display Planned Working Time	Display Planned Working Time (PA51)	2-1
Chapter 3 Manual Leave Quota Maintenance	Description of Manual Leave Quota Maintenance (PA61)	3-2



Table of Contents

TITLE	DESCRIPTION	PAGE NUMBER
Chapter 3 Manual Leave Quota Maintenance (con't)	Creation of Military Leave (PA61)	3-3
	Correction/Change Military Leave (PA61)	3-11
Chapter 4 Quota Overview	Quota Overview (PT50)	4-1
Chapter 5 Manual Transfer of Accrued Leave	Manual Transfer of Accrued Leave (PT50)	5-1
Chapter 6 System Generated Leave Quota Corrections	System Generated Leave (Quota) Correction FACTS	6-2
	System Generated Leave (Quota) Corrections	6-4
	Demonstration – System Generated Leave Quota Corrections	6-7
	Family Medical Leave (PA61)	6-18
Chapter 7 Substitution	Substitution (PA61)	7-1
Chapter 8 Generate Remuneration Statement	Generate Remuneration Statement (PC00_M10_CEDT)	8-1
Chapter 9 Public Holiday Breakdown	Public Holiday Breakdown FACTS	9-2
	Public Holiday Breakdown Process	9-4
Chapter 10 Reports	Display Absence Quota Information (P_QTA10)	10-2
	Time Evaluation Messages Display (PT_ERL00)	10-15
	Monitor Extra Help 1000 Hour Limit (PT_BAL00)	10-25



Table of Contents

TITLE	DESCRIPTION	PAGE NUMBER
Chapter 10 Reports (con't)	Absence/Attendance Data Overview (PT64)	10-33
	Holiday Quota Errors Report (ZHQE)	10-46



COURSE DESCRIPTION

Course Title: Time and Leave Administration

Course Code: HRLAD

Duration: 1 Day

Hours: 7 Hours

Audience: Agency Time Management Specialist,
Agency Time Management Supervision,
Agency/State Central Time Management; Agency
Payroll Systems Management

Prerequisites:

- Basic PC and Microsoft Windows skills
- BAASIS – Basis AASIS
- HRTRC – Time Recording and Time Approval



COURSE OBJECTIVES

- Participants will demonstrate an understanding of the Time and Leave Administration processes in the Arkansas Administrative Statewide Information System (AASIS):
 - Define Leave Administration Terms
 - Explain Leave Process in the AASIS System
 - Explain Leave Administration's Key Integration Points in AASIS
- Participants will successfully:
 - Perform Manual Quota Creation
 - Perform Manual Transfer of Accrued Leave
 - Perform Quota Corrections (Accrued Leave Adjustments)
 - Perform Holiday Breakdown Correction
 - Display Available Reports



AASIS

Arkansas Administrative Statewide Information System

CERTIFICATION

An optional Skill Assessment Test will be offered upon completion of this course. Those meeting the minimum requirements will receive a Certificate of AASIS Skill Achievement.

To receive your certificate, you will be required to:

1. Answer ten (10) basic questions regarding Time and Leave Administration
2. Perform Manual Leave Quota Maintenance for Military Leave
3. Demonstrate knowledge to display quotas
4. Perform Manual Transfer for Accrued Annual Leave
5. Run Display Absence Quota Report to verify leave hours
6. Run a Remuneration Statement



TRANSACTIONS BY ROLE ASSIGNMENT

TRANSACTION	PROCESS	ROLE
PA51	Display Planned Working Time (Display employee's work schedule)	Agency Time Management Specialist, Agency & State Central Time Management
PA61	Manual Leave Quota Maintenance (Create and maintain Military and Disaster Leave)	Agency Time Management Specialist, Agency & State Central Time Management
PA61	System Generated Leave Quota Correction (Correct an employee's leave balance)	Agency Time Management Specialist, Agency & State Central Time Management
PA61	Substitution (Change an exempt employee work schedule for a temporary time frame)	Agency Time Management Specialist, Agency & State Central Time Management
PC00_M10_CEDT	Remuneration Statement (View and/or print Remuneration Statement for employees)	Agency Time Management Specialist, Agency & State Central Time Management, Agency Payroll Systems Management, Agency Time Management Supervision



TRANSACTIONS BY ROLE ASSIGNMENT

TRANSACTION	PROCESS	ROLE
PT50	Quota Overview (View employee leave balances)	Agency Time Management Specialist, Agency & State Central Time Management, Agency Time Management Supervision
PT50	Manual Transfer of Accrued Leave (Transfer eligible employee's accrual for first half of the month)	Agency Time Management Specialist, Agency & State Central Time Management
PT64	Attendance/Absence Data: Overview (View attendances/absences total for employees)	Agency Time Management Specialist, Agency & State Central Time Management, Agency Time Management Supervision
PT_BAL00	Cumulated Time Evaluation Results: Time/Balance Wage Types (Displays various results for employees; i.e. holidays, accrued leave, comp time)	Agency & State Central Time Management; Agency Time Management Specialist, Agency Time Management Supervision



TRANSACTION BY ROLE ASSIGNMENT

TRANSACTION	PROCESS	ROLE
PT_ERL00	Time Evaluation Messages Display Report (View time evaluation errors on employees)	Agency Time Management Specialist, Agency & State Central Time Management, Agency Time Management Supervision
PT_QTA10	Absence Quota Information (Display quota balances for employees on key date)	Agency Time Management Specialist, Agency & State Central Time Management, Agency Time Management Supervision
ZHQE	Holiday Quota Error Report (View employees with Z9 – Pub Holiday Breakdown errors)	Agency & State Central Time Management